

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Acting Deputy Director for Support 7 D18 HQ	12 DEC 1971	<i>[Signature]</i>		
2					
3	Director of Personnel				
4					
5					
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
Remarks: <i>Bob,</i> <i>Not the strongest case I have ever made - but I believe it has validity.</i> <i>Cost: \$100 to \$150</i> <i>Other furnishings in office are expected - recommended approval -</i> <i>[Signature]</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					
Director of Personnel 5E56 HQ 					

71-4703

DEPT. OF THE ARMY
FILE Bldg 3-1
furnished
6 DEC 1971

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Draperies for the Office of the Chief, Special Activities Staff

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 3.

2. As you know, the Chief, Special Activities Staff is called upon frequently to advise employees that they are to be separated, reduced in grade or that other adverse action must be taken. Preliminary discussions also are usually not on a "happy note." I believe that improving the decor of his office so as to give it a warmer and more "professional" look might make discussions between the C/SAS and our employees less bleak than is now the case. With this in mind, I believe that installing draperies in his office will improve the atmosphere for all concerned.

3. It is recommended that you approve standard Agency draperies for the Chief, Special Activities Staff located in the Magazine Building in Rosslyn.

/s/ Harry B. Fisher

Harry B. Fisher
Director of Personnel

The recommendation contained in paragraph 3 is approved.

Acting Deputy Director
for Support

Date

Distribution:

Orig - Return to D/Pers
2 - DD/S Chrono.
1 - C/SAS
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STAT